



Parent's Handbook
2023-2024



Say, 'If the sea were ink for the words of my Lord, the sea would be spent before the words of my Lord were spent, even if We brought another like it for replenishment.' (18:110)

ABOUT US

Oceans Academy is a privately-owned not-for-profit institution founded in 2019 to provide Muslim children with high-quality Qur'anic and academic education at an affordable price. Our goal has been to help children connect with Allah (SWT) through learning, memorizing, understanding, and embodying the character of the Beloved Prophet Muhammad (s).

We believe that every child is born different. Every child has unique strengths and weaknesses and has his or her own temperament and learning style. Therefore, a one-size-fits-all model of education does not benefit them in the long run. Oceans Academy believes in nurturing children individually. We envision our student body as future leaders and visionaries who will aid in positively transforming the world. Our school is focused on assisting them in their moral, ethical, and spiritual growth for a holistic approach to development.

MISSION

Our mission is to facilitate a deeper connection between children and Allah SWT. We prioritize the acquisition of essential Islamic knowledge, including the learning, memorization, comprehension, internalization of the Holy Qur'an and embodying the Quranic Character. In addition, our program encompasses the study of Arabic and Seerah, and we incorporate traditional books to enhance the learning experience.

VISION

We see our students as the future change-makers who will make a positive Islamic impact on the world. For this reason, we are committed to fostering their moral, ethical, and spiritual growth, recognizing that a holistic approach to development is essential.

EDUCATIONAL PHILOSOPHY

At Oceans Academy, we embrace a holistic approach to education that prioritizes the complete well-being of each child. We understand that the optimal learning and growth of children occur in an environment that is stimulating, supportive, and secure. Therefore, we strive to provide an educational atmosphere that challenges students academically while also nurturing their social, emotional, and physical needs.

We believe that the responsibility of educating a child extends beyond the classroom. For this reason, we view teachers, parents, and the larger community as equal partners in this endeavor. We value the input and participation of parents and guardians in the education of their children and work collaboratively with them to ensure that each child's unique needs are met.

At Oceans Academy, we aim to instill in our students a love for Allah (SWT) that will last a lifetime. We believe that a child's education should not only prepare them for academic success but also equip them with the tools necessary to lead a meaningful and purposeful life. Our partnership with parents and the community is integral to achieving this goal.

Dear OA Families,

assalamu alaykum!

It is our pleasure to welcome you and your child(ren) to Oceans Academy for the 2023-2024 school year! All classes are held at **20685 Fernbank Ct, Sterling, VA 20165**. Whether you are new to OA or returning to our school community, we are grateful for your presence and hope that your experience with us will be both enriching and fulfilling. To help you make the most of your time with us, we encourage you to read through this handbook carefully, as it will provide valuable information and guidance for a successful school year.

We are committed to upholding high standards of academic excellence and Islamic values. Our goal is to nurture a love for learning, a commitment to service, and a strong connection with Allah (Subhanahu Wa Ta'ala) that will sustain our students throughout their lives. We humbly ask for your support and du'as, as we work together to ensure the success and prosperity of our children and our school. May Allah bless us all with sincerity of intention and righteous deeds, and may He make our endeavors a source of benefit for all.

Sincerely, *JazakumAllahu Khair.*

Oceans Academy Administration

OUR STUDENTS

Throughout the academic year, our primary emphasis is placed on the accomplishment and growth in learning, memorization, and comprehension of the Quran, as well as the embodiment of Quranic values within each of our students. To effectively pursue this objective, it is crucial for us to maintain an optimal teacher-student ratio. Hence, our enrollment capacity is limited to approximately 100 students. Moreover, to ensure that every child receives the individualized attention they require, we have established specific eligibility requirements for registration. These requirements are as follows:

- We serve elementary school students (Grades K-4), middle school students (Grades 5-8), and high school students (Grades 9-12).
- **It is important to note that we do not have the resources or specialized training to meet the needs of children with special needs, such as autism, learning disabilities, health issues, or any psychological conditions that necessitate professional assistance.**
- Upon acceptance of the application, parents will be requested to provide copies of certain documents for record-keeping purposes. In case of a waiting list, the position of your child on the list will be determined based on the date of the submission of the registration form/enrollment fee.
- The school reserves the right to decline admission.

OUR TEACHERS AND STAFF

Quran & Arabic Teachers:

- Our Quran and Arabic teachers are qualified in their subject area(s).
- Quran teachers have certifications to teach Quran recitation and memorization with proper tajweed rules.
- All Quran and Arabic teachers are Muslim.

Lead Teachers:

- All lead teachers are Muslim.
- All our lead teachers must hold a B.A. / B.S. degree from an American or International University.
- All lead teachers are fluent in English.

Assistant Teachers:

- All assistant teachers are Muslim.
- Our assistant teachers must hold a high school diploma from an American or International school system.
- Our assistant teachers must be fluent in English.

Other Requirements:

- All our teachers and staff – male and female – are required to dress modestly.

OUR PARENTS

As we strive to create a collaborative and supportive learning environment, we believe that parental involvement plays a vital role in the success of our students. We kindly request parents to actively participate in their child's educational journey and to fulfill certain requirements to ensure a fruitful partnership.

- Please **pick up and drop off your child on time.**
- Regular attendance is expected. Please ensure that your child has a **limited number of absences** and that you communicate (via phone/email) with the school whenever your child will be absent.
- We recommend that your child's attire is modest and in accordance with Islamic guidelines.
- Please make sure your child has a full night's rest.
- Provide your child with a **healthy breakfast** that does not include caffeine or high-sugar content.

- Provide your child with a **reusable and labeled water bottle**.
- Due to safety and liability issues, **the school will not warm up food for students. Please provide a thermos if you are sending hot lunch items.**
- Give your child a healthy lunch, including fruits/veggies. **Please refrain from including sugary or salty items, like chips or candy.**
- **OA is a Nut-Free School.** Do not send any snack or lunch items containing nuts or items from a facility that processes nuts.
- Please **do not let your child bring any toys, or cell phones** to school. If found, they will be confiscated and returned only to parents at the end of the day.
- If your child exhibits any of the following symptoms, please keep them at home:
 - **Unusual fatigue, paleness, lack of appetite, difficulty waking, confusion, or irritability.** These symptoms are sufficient reasons to keep a child at home.
 - **Pink eye** (conjunctivitis) characterized by white or yellow discharge, matted eyelids after sleep, eye pain, or redness. A student with pink-eye should not return to school until they have been cleared by a doctor.
 - **Fever** with a temperature of 100 degrees Fahrenheit or higher. Remember, a child must be fever-free for 24 hours without the use of fever-reducing medication (such as Tylenol or Advil) before returning to school.
 - **Greenish nasal discharge and/or chronic cough**, as these conditions may indicate a virus that may be contagious to others.
 - **Sore throat**, especially accompanied by a fever or swollen glands in the neck.
 - **Diarrhea**, defined as three or more watery stools in a 24-hour period, particularly if the child appears ill. Diarrhea must have ceased for 24 hours before a student can return to school.
 - **Vomiting**, which must have stopped for 24 hours before a student can return to school.
 - **Lice infestation.** A student may not return to school until they have received appropriate treatment and are free of live lice and eggs.

- o ***If your child exhibits any of the above symptoms while at school, parents will be notified and it will be necessary to promptly pick them up.***

PARENT-TEACHER COMMUNICATIONS

It takes a village. At Oceans Academy, we believe strongly in a shared responsibility model between parents and teachers to ensure successful communications and partnerships throughout the school year.

We require parents to:

- Attend two (2) **Parent Teacher Conferences** per academic year.
- Respond to any correspondence that is made by a teacher or administrator within 48 hours and we will do our best to do the same.
- **All communication must be done in a professional manner.**
- Cooperate and implement any academic and behavioral plans that may have been designed to address specific issues/behaviors of a student.
- To communicate with your child's teacher, schedule a meeting through GradeLink. . **We cannot respond to direct text messages or walk-in meetings and are not available on weekends.**
- **Please only use the direct school phone number 571-377-3460 and/or the school admin email:admin@oalearn.org for communicating student absences or for requesting meetings with administration. If you need to speak to the principal about any school related matter, contact: principal@oalearn.org**

CHARACTER BUILDING

At Oceans Academy, we strive to ensure students are like a walking Qur'an – not only memorizing the Qur'an, but also embodying the character of the Qur'an. We expect all of our students to behave with a character befitting a student of the Qur'an. That is why

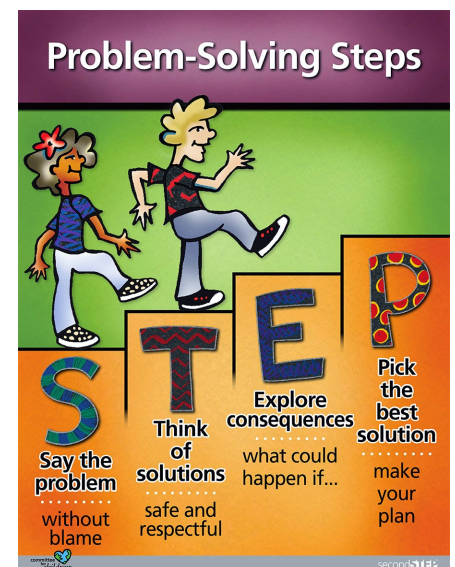
Oceans Academy has a **strict No-Bullying policy**. We emphasize developing **Student Self-Awareness and Self-Management** and growth mindset instead. **Please go over this with your children at home.**

Self-awareness is the ability to tune into your own feelings, thoughts, and actions and recognize that how we act and what we say affects ourselves and others. The 5 Pillars of Self-Awareness and Self-Management are:

1. **Self-Reflect:** When something good or bad happens, pause and think about the situation. Islam encourages *tadabbur* and *tafakkur* – *thinking* and *reflecting* – so that we might see what we did right and what we did wrong. That way we can grow from both our mistakes and our successes.
2. **Know Your Strengths & Weaknesses:** What are you good at? What are you not so good at? Knowing this can help us **have confidence in what we excel at and get help with what we find challenging.**
3. **Manage Your Emotions:** Our body communicates with us through emotions, like anger, sadness, or fear.

Recognizing this helps us calm ourselves down and be aware of our behavior. This will allow us to do well in life, build healthy relationships with peers, and **communicate how we feel in a way that others understand.**

4. **Consider Others:** Be considerate to the peers around us when they are feeling off and respond in a way that's **helpful, not hurtful.**
5. **Take Criticism:** Take constructive criticism to **gain a new perspective.** Learning to receive feedback with an open mind helps us **grow.**



DISCIPLINARY ACTION

Our school reserves the right to take necessary disciplinary action needed to address disruptive and unacceptable behaviors including, loss of privileges, reflective time outs, suspension and expulsion. We have a zero tolerance policy toward the following which can result in expulsion from school:

1. **Physical violence toward another student, teacher or staff member.**
2. **Persistent bullying behaviors**, including verbal, physical, or online harassment or intimidation of other students and staff.
3. **Damage or theft** of school property.
4. **Sexual misconduct**, harassment, assault, or inappropriate behavior towards students or staff.
5. **Persistent disruptive behavior**, or any other actions that significantly affect the learning environment or pose a threat to the well-being of other students and staff.
6. **Repeated violation of school policies**, such as the repeated disregard or violation of established school codes of conduct, attendance and tardiness.

If parents are asked to seek counseling for their child, they must **provide documentation within thirty (30) days** to demonstrate that the child is receiving help; failure to do so may result in the student's withdrawal from the program.

CUSTODY

If your family has court-mandated special custody arrangements, it is necessary for the school to be notified and provided with a copy of the court order. In the absence of such documentation, the school cannot deny a parent access to their child.

UNIFORMS

We believe that maintaining an appropriate Islamic dress code contributes to a positive and focused learning environment for all students. All grades, kindergarten through high school students, are **required to wear their uniforms every day, Monday-Thursday.**

Boys' Uniform

- Khaki or navy-blue pants
- Light blue polo shirt (long or short sleeve).
- White, black, or navy-blue tupi, kufi, taqiyah, or Islamic skullcap
- Light blue or navy sweaters
- Velcro sneakers for young students, grades K-3rd

Girls' Uniform

- Navy-blue or black abaya
- White or light blue hijab
- Blue or black sweaters
- Velcro sneakers for young students, grades K-3rd

RELAXED FRIDAY DRESS CODE

On Fridays, we have a relaxed uniform policy. Students can come wearing whatever clothing they would like as long as it remains **Islamically appropriate and weather-appropriate.**

We recommend:

- Loose or long modest clothing that covers the backside for both boys and girls. We adhere to the guideline, "If you can't pray in it, don't wear it."
- Well-fitting shoes to ensure the child's safety and comfort throughout the day.
- Sneakers and socks, for proper support and protection during outdoor activities and gym time.

- To prioritize safety, we do not permit sandals, open-toed shoes, open-heeled shoes, or pointed toe shoes/boots.
- If weather conditions necessitate wearing boots, we kindly request parents to pack sneakers in their child's backpack for use during PE time.

We prohibit the following clothing items for both boys and girls:

- Ripped jeans
- Tight jeans
- Shorts
- Graphic t-shirts
- Baseball caps
- Miniskirts
- Crop tops
- Spaghetti-strap tops
- Tight shirts
- Leggings or jeggings

ARRIVAL AND DISMISSAL PROCEDURE

Arrival:

The arrival time for all students is **between 7:45 - 8:00 am**. Morning assembly starts promptly at 8:05am. After 8:05, parents must park and walk their children into school and sign the late check in sheet . All students who arrive after 8:05 am are considered tardy. Excessive tardiness is disruptive and will result in disciplinary action.

Dismissal:

The dismissal time is 11:50 am- 12 noon for half-day students and 3:30pm for full day students. Any pickup 15 minutes thereafter is considered late. **Please pickup your**

child on time as there will be a \$10 late pick up fee for every 15 minutes past dismissal time.

If you are planning to have someone else pick-up your child, you must fill out an Alternate Personnel Pick-Up Form at the office. The top portion of the form must be completely filled out by the parent. If you have not filled out a form for any individual coming to pick up a student, the teacher will not allow the individual to pick up the child even if the child recognizes the individual. In case of emergency, you must notify the school as soon as possible with the name of the person who will be picking up your child. This person should come into the school, and show identification before the student will be allowed to go with them.

TUITION AND FEES

Please note that upon acceptance of your child into the program, you are required to sign an agreement which commits you to the program for **a period of one academic year**. By signing this agreement, you commit to pay the monthly tuition for the full academic year, written in 10 post-dated checks made out to Oceans Academy and dated the first of each month. If we do not receive the payment on time, you will be charged a late fee of \$25 for every week it is late. For online payments, there is a 3% convenience fee that parents are responsible for paying.

If for any reason, a student is withdrawn from the school during the school year, you will be charged for 2 months tuition and any remaining fees will be returned to you.

INCLEMENT WEATHER POLICY

Oceans Academy follows the **Loudoun County Public School** system's announcements for inclement weather. Information about the delays and closings due to inclement weather can be found on the LCPS website, www.lcps.org. Parents also may sign up for the Loudoun Alert 2.0 system offered by Loudoun Government (www.loudoun.gov/alert). Announcements are made across various local TV and radio stations, such as WTOP 103.5 FM/103.9 FM, WINC 92.5 FM, WMAL 630 AM, WTOP

1500 AM, WRC TV 4, WTTG TV 5, WJLA TV 7, WUSA TV 9, and News Channel 8. Additionally, Oceans Academy sends out texts and emails to OA families in our Oceans Academy Announcement Group.

CLOSING STATEMENT

Once again, welcome to our academy! We look forward to this year's academic journey with you and your children.

Note: Please sign the next page that you've read and understood the school policies and send with your child on the first day of school

Acknowledgement

I hereby acknowledge that I have read and understood all the school policies mentioned in the Oceans Academy School Handbook. I will adhere to the rules and regulations to make it a smooth operational year for the school and for my child.

Sincerely,

Peruji Bashir Peroja Bashir 9-5-2023

Signature

Print Name

Date